

**ADMINISTRATIVE OFFICE OF THE ILLINOIS COURTS  
ASSISTANT DIRECTOR  
COURT SERVICES**

**Essential Responsibilities:** This highly responsible administrative position manages the Court Services Division of the Administrative Office of the Illinois Courts. Under the direction of the State Court Administrator, the Assistant Director of the Courts Services Division recruits, develops and manages a diverse professional staff who are responsible for a wide range of programs, projects and activities which involve Supreme Court committees, Judicial Conference committees, the Conference of Chief Circuit Judges, judges, circuit court clerks, and trial court administrators. The Division is organized into three operational units, Court Operations, Court Services, and Labor Relations, which provide lead staff or technical assistance to the trial courts in such areas as collective bargaining negotiations, court-annexed mandatory arbitrations, emerging electronic business transactions, the Court Improvement Project, the Capital Litigation Trial Bar, court interpreters, and annual publications of the judicial branch. The position also provides ongoing legislative support to the State Court Administrator and prepares summaries of pending and enacted legislation for the chief circuit judges and circuit court clerks. The position is located in Springfield and staffs of the Court Services Division are located in both the Springfield and Chicago offices.

**Candidate Qualifications:** This position requires a minimum of seven years of experience preferably at a senior management level in court administration. Preferred candidates will demonstrate strong working knowledge of the Illinois Judicial branch and the functions of the state court at all levels. Candidates must have superb written and verbal communication skills as well as demonstrated leadership in personnel and project management. Preferred candidates will demonstrate competencies in strategic thinking, strong analytical skills, and the ability to identify emerging issues. And advanced degree in a related field is strongly preferred.

**Compensation and Benefits:** This is a graded position on the Supreme Court of Illinois' Compensation Schedule for Classified Service and is subject to the Court's compensation policies. An attractive judicial branch benefits package is offered, including medical, dental, vision, pension plan, life insurance, deferred compensation and leave time.

**Application Process:** This position is open until filled. However, for earliest consideration, expression of interest should be received by August 18, 2006. Please submit letter interest, resume, and salary history to:

Cynthia Y. Cobbs, Director  
Administrative Office of the Courts

222 North La Salle Street , 13<sup>th</sup> Floor  
Chicago , Illinois 60601

**EQUAL OPPORTUNITY EMPLOYER**